

August 2023

Dear Program Directors and Program Coordinators,

Attached are the following documents for the 2024 recruitment season:

- Sample copy of the Graduate Staff Agreement
- Sample copy of the 2023-2024 Salaries
- Sample of the NYPH Benefits Overview
- NYPH Visa Policy
- Sample NYP Housing Overview

Please share this information with your applicants.

Sincerely,



Anna Cardinale

Director, Office of Graduate Medical Education
NewYork-Presbyterian Hospital

The New York and Presbyterian Hospital
Weill Cornell Medical Center
525 East 68th Street New York, New York 10021

**Graduate Staff Member Agreement of Appointment and Employment for the
Academic Year 2023-2024**

This Agreement between The New York and Presbyterian Hospital (“Hospital”) and the undersigned (“Graduate Staff Member” or “GSM”) is entered into for the 2023-2024 academic year, which is generally July 1, 2023 through June 30, 2024, but may begin earlier and end later if deemed necessary and approved by the Hospital.

This Agreement and any offer contained herein is conditioned upon GSM obtaining and providing documentation to the Hospital of applicable credentials including, but not limited to, any visas, certifications or diplomas and being qualified to apply for an appointment to the graduate medical staff of the Hospital and the Hospital approving such application.

Hospital offers and GSM accepts employment by the Hospital and appointment to the Graduate Staff under the following terms and conditions:

1. CLINICAL DEPARTMENT TRAINING PROGRAM: _____
2. GRADUATE STAFF LEVEL *: _____
3. ANNUAL GROSS SALARY: _____
4. SUPPLEMENT FOR HOUSING & OTHER EXPENSES: _____

* Resident Level reflects the salary level at which this Agreement is offered. It may not correlate to the number of years after medical school.

* Websites listed herein can only be accessed when onsite and with a CWID assigned.

5. HOSPITAL RESPONSIBILITIES

During the term of this Agreement, the Hospital shall provide the following:

- A. **Professional Liability Coverage:** The Hospital shall provide GSM with adequate professional liability insurance that shall cover GSM while rendering professional services within the scope of his/her employment and appointment pursuant to this Agreement. Professional liability insurance for special rotations outside of the Hospital, including outside electives, is subject to the approval of the Program Director and the Graduate Medical Education ("GME") Office. In instances where the Program Director identifies such special rotations as being critical to the overall educational program, the Hospital may elect to extend professional liability coverage.
- B. **Amenities:** The Hospital shall also provide the GSM with uniforms, on-call rooms, and access to food and parking. Housing will be provided on such terms prescribed by the Hospital if such Hospital housing is available and GSM elects to reside in such available housing. The Hospital shall also provide such other support as shall be necessary to provide a safe and appropriate work and educational environment.
- C. **Benefits:** The Hospital shall provide the GSM with health insurance, life insurance, and disability income insurance as prescribed by the Hospital. Additional information regarding benefits is available on the workday website at: [My Workday](#)

- D. **Paid vacation:** GSM shall receive 20 days paid vacation. GSM are entitled to a Cultural Heritage Day that is a floating paid day off. The scheduling of these days shall be subject to the needs of the particular service and to adherence to specialty board eligibility requirements as determined by the Program Director.
- E. **Leave of Absence:** Leave (which shall include sick leave, bereavement leave, maternity/paternity, parental leave, or family leave) may be taken according to the Hospital policy on Graduate Staff Leave of Absence. Additional information regarding this policy is available onsite.
- F. **Extension of Training:** Leaves may affect the time required to satisfy criteria for program completion. Duration of training required for completion of the Program will be defined by the Program in conjunction with ACGME and specialty board requirements, as well as your individual progress.
- G. **Work Hours:** Resident duty hours and on-call schedules will conform to the requirements of the ACGME as well as applicable New York State regulations. The institutional policies regarding duty hours and fatigue are available here: [Clinical and Educational Work Hours Policy](#) and Monitoring and Addressing Fatigue in Graduate Staff Policy. Program policies regarding duty hours are available in each department.
- H. **Counseling, medical, and psychological support services:** Counseling, medical and psychological support services are provided through the House Staff Mental Health Service. More information can be found [here](#). Additional medical support services are available through the GSM's individual health insurance coverage.
- I. **Hospital Policies:**
1. **Moonlighting:** The Hospital policy regarding moonlighting is available here: [Moonlighting Policy](#). Departmental policies are established and available in each department. Moonlighting is not permitted without the written permission of the Program Director and the GME Office. The Hospital does not provide professional liability insurance for external moonlighting.
 2. **Physician impairment and substance abuse:** The Hospital is committed to ongoing education on impairment and substance abuse. In addition to orientation and specific departmental education, information may be obtained through the Confidential Counseling Service or Workforce Health and Safety found [here](#). The policy regarding physician health including impairment and substance abuse involving GSMs is available at the following link: [Chemical Dependency and Hospital Employees](#)
 3. **Harassment:** The Hospital does not tolerate harassment. The Hospital policy regarding harassment is available at the following link: [Anti-Harassment](#).
 4. **Accommodation for Disabilities:** All employees and qualified applicants with disabilities will be afforded equal opportunities and treatment with respect to hiring and terms and conditions of employment. The hospital policy regarding Accommodations for Disabilities is available at the following link: [Accommodation for Qualified Individuals with Disabilities](#)
 5. **Restrictive Covenants:** The Hospital shall not require GSMs to sign a non-compete agreement.
 6. **Supervision:** Per NYP's Code of Conduct, conflicts of interest that must be disclosed to NYP include, but are not limited to, having a supervisory or subordinate relationship with a relative. Residents/fellows should not be supervised or evaluated by relatives. More information on supervision can be found [here](#).

6. GSM RESPONSIBILITIES

The GSM agrees to:

- A. Develop a personal program of self-study and professional growth consistent with ACGME core competencies. Comply with mandatory pre-placement health clearance prior to starting the residency, including, without limitation, physical examination, vision screening and color vision, QuantiFERON-TB Gold test (QFT), urine toxicology, proof of full vaccine series or blood work for measles, mumps, rubella, varicella and hepatitis B immunity and blood work for hepatitis C Ab.

GSMs must comply with New York State COVID-19 vaccination requirements for health care facility personnel and with the Hospital's COVID-19 Vaccine Program.

- B. Pre-placement health clearance may require further evaluation of medical conditions and may delay the GSM's ability to start the Program. A delayed start, which assumes that the clearance criteria are ultimately met, will result in the delayed time being considered vacation time.

The GSM understands that failure to comply with or to submit to such testing before or during employment will result in the withdrawal of any offer of employment or the termination of this Agreement. Failure to meet the criteria for clearance will also result in the withdrawal of any offer of employment or the termination of this Agreement.

GSM further understands that the obligation to inform the Hospital, Chief of Service or Program Director of a physical or mental impairment, which was not previously disclosed to the Hospital, is a continuing obligation during the term of this Agreement.

- C. Comply with the credentials verification procedure, including:
 1. Demonstrating eligibility for Graduate Staff membership in accordance with the Hospital's GME eligibility criteria which is available at the following link: [Eligibility, Selection, Recruitment, Appointment, Evaluation, Promotion and Dismissal](#).
 2. Providing necessary documentation as requested by the Hospital to establish the ability to work. This may include, in advance of employment, a background check verification. Criminal convictions must be disclosed to the extent permitted by law.
 3. Completing the Hospital's application for the appointment to the Graduate Staff listing all information requested and returning it to the GME office on a timely basis as determined by the Hospital.
- D. Practice only within the scope of the GSM's appointment and employment as well as perform satisfactorily and to the best of GSM's abilities the customary duties and obligations of the training program, as established by the Program, including timely completion of medical records and reports, as may be further set forth by the Hospital or Program or in other departmental documents.
- E. Abide by the Hospital policies and practices including, without limitation, the Hospital's Bylaws; the Medical Staff Bylaws and Rules and Regulations insofar as they are applicable to GSMs; Hospital policies on Sexual Harassment, Physician Impairment, Substance Abuse; Social Media; privacy and confidentiality of hospital information including patients' protected health information; Joint Commission standards and New York State Department of Health regulations.

Copies of these policies are available upon request and/or on the Hospital's internal website, which can be securely accessed when onsite and with a CWID assigned.

- F. Abide by the [Hospital policy on Inventions and Intellectual Property](#) which states in part that work products that are wholly or partially created with the use of the Hospital's resources, derive from activities of the GSM while employed by the Hospital pursuant to this agreement, or otherwise related to the operations or activities of the Hospital shall be the sole property of the Hospital.
- G. Abide by the Hospital policy on [Acceptable Use Of Electronic Devices And Information](#). Trainees are responsible for NYPH loaned mobile devices for the duration of their training. The loaned mobile devices belong to NYPH. Every NYPH trainee must use a hospital-issued mobile device for all hospital-related communication. If a device is lost or stolen, trainees must report it to the GME Office immediately. Trainees must return their devices on the last day of employment before graduating or taking extended leave from their Program.
- H. Ensure that off-duty activities do not compromise the ability to perform work assignments.
- I. Comply with Hospital (institutional) and departmental policies regarding moonlighting, including pre-approval of moonlighting activity by the Program Director.
- J. Comply with Hospital (institutional) and departmental duty hour policies, report duty hours as required by institutional or departmental policies, and cooperate with internal as well as external regulatory audits of work hours.
- K. Participate as requested in all mandatory training, including, without limitation, training in blood borne and airborne pathogens, risk management and any other educational training requested by OSHA, JC or Hospital.
- L. All employees are expected to know and follow NewYork-Presbyterian's Code of Conduct and to demonstrate our Culture in interactions with patients, families, and coworkers. The Code of Conduct is available on the Infonet ([Code of Conduct](#)) and in hard copy at Human Resources.
- M. Immediately notify the Hospital, through its Office of Legal Affairs and Risk Management, if GSM becomes involved in a legal matter or potential legal matter relating to professional activities engaged in during the term of this Agreement; and to cooperate fully with Hospital Management, the Office of Legal Affairs and Risk Management, its staff and all attorneys retained by the Hospital to fully investigate, prepare for and defend such legal matter.
- N. Once you have become employed by the Hospital, immediately notify the Hospital, through the Designated Institutional Official, an Associate Designated Institutional Official, Director, Office of Graduate Medical Education, or Program Director, of:
 - a. any newly raised complaint or report about GSM made to or by any federal, state or local government or professional licensing or disciplinary agency, foreign or domestic, and any investigation relating thereto;
 - b. any new voluntary or involuntary termination, limitation, suspension, resignation or other discontinuation of GSM's employment or privileges of any kind at any hospital or medical facility; or
 - c. any new criminal investigation, pending action, settlement or conviction under state or federal law.
- O. Refrain from seeking or accepting remuneration from patients or payers for services rendered within the scope of training.
- P. Maintain compliance with third party reimbursement programs, including but not limited to Medicare, Medicaid and represents that he/she has not been excluded as a provider under any federal reimbursement program or sanctioned as a result of alleged violations of laws concerning Medicare, Medicaid fraud and abuse.

- Q. Not speak on behalf of NewYork-Presbyterian Hospital or give the appearance of speaking on behalf of New York-Presbyterian Hospital unless specifically authorized by the Hospital.

7. TERM, TERMINATION AND CONDITIONS

- A. The term of this Agreement shall be for the academic year as stated above. Appointment to subsequent years shall be dependent upon satisfactory progress in education and satisfactory performance of all duties. Promotion shall be in accordance with Hospital (institutional) policy on Graduate Staff eligibility, Selection, Evaluation, Promotion, and Dismissal available at the following link: [Eligibility, Selection, Recruitment, Appointment, Evaluation, Promotion and Dismissal](#) and Departmental Policies which are available upon request.
- B. The GSM will be evaluated at least semi-annually on the knowledge, skills, and professional growth of the GSM. The results of this evaluation shall be made known to the GSM by the Program Director.
- C. Unsatisfactory evaluation can result in required remedial activities, suspension from duties, extension or termination of employment and residency education. Egregious violations may result in immediate dismissal from the Program. Administrative proceedings applicable to the Graduate Staff are set forth in the Hospital's Medical Staff Bylaws, available upon request.
- D. The GSM is encouraged to resolve grievances, including those of contract, duties, application of policies, performance evaluations, non-renewal, discrimination, or early termination, with the Program Director, Clinical Service Chief and/or the NYPH GME Office. To the extent that the GSM is dissatisfied, the institutional grievance policy is available at the following link: [Grievance Policy](#)
- E. Continuation of insurance coverage or other benefits upon termination, leave or suspension shall be as further set forth in the applicable Hospital Policies which are available upon request.
- F. Neither party shall terminate this agreement prior to its expiration date without written notice. In cases where the Institution/Program is terminating the agreement, efforts will be made to give that decision a reasonable time prior to termination, or as early as possible prior to the expiration date of this agreement.
- G. The Hospital or the Program shall inform GSMs of adverse accreditation action taken by the ACGME within a reasonable period after the action is taken. Should the Hospital begin the process of closing the residency program for any reason, the GSMs will be informed at as early a date as possible. In case of such a closure, or in case of the closure of the Hospital, GSMs will receive treatment equal to that provided to other staff.
- H. Certification of completion of the Program shall be contingent upon the GSM having, on or before the date of regular or early termination of appointment, returned all hospital property such as books, mobile devices, equipment, etc. completed medical and other records and settled professional and financial obligations.
- I. This agreement is conditional upon satisfactory performance for the remainder of the current contract period.
- J. Failure to comply with the terms of this Agreement will result in the imposition of sanctions in accordance with Hospital policy, Medical Staff Bylaws, State and federal law, and may include suspension or termination of my appointment.
- K. This agreement is subject to the GSM's appointment/reappointment to the medical staff as approved by the Board of Trustees.

8. CONFIDENTIALITY

The GSM understands that he/she may have access to confidential information which may include, but is not limited to, information relating to:

- A. Patients (such as records, conversations, admission information, and patient financial information) related to the requirements of your training program.
- B. Employees, affiliates, other practitioners (such as salaries, employment records, strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, source code, proprietary technology).
- C. Third party information (such as computer programs, client and vendor proprietary information, source code, proprietary technology).

The GSM agrees NOT to:

- A. Access confidential information that the GSM has no legitimate need to know.
- B. Divulge, copy, release, sell, loan, revise, alter, or destroy any confidential information, except as properly authorized within the scope of professional activities as a GSM.
- C. Misuse confidential information or allow unauthorized persons to obtain or access confidential information;
- D. Disclose any access code or any other authorization that allows access to confidential information for other users;

The GSM agrees to:

- A. Access and use confidential information only as needed to perform the GSM's legitimate duties.
- B. Accept responsibility for all activities undertaken using the GSM's access code or other authorization.
- C. Report to the Graduate Medical Education Office or Program Director or Clinical Service Chief any suspicion or knowledge that an access code or other authorization or any confidential information has been misused or disclosed without the Hospital's authorization.

The GSM agrees that:

- A. Reports made in good faith about suspicious or concerning activities will be held in confidence to the greatest extent practicable, including the name of the individual reporting the activities.
- B. Obligations under this Agreement remain in effect at all times during the GSM's appointment and continue after termination or expiration of the appointment.
- C. The GSM has no right or ownership interest in any confidential information referred to in this Agreement.
- D. NewYork-Presbyterian Hospital may at any time revoke an access code, other authorization, or access to confidential information.

9. IMMUNITY

In accordance with the Hospital's Medical Staff Bylaws, the New York State Public Health Law and regulations, the Joint Commission standards and other applicable laws and regulations, the GSM agrees that:

- A. Hospital representatives may consult with others who have been associated with GSM and/or who have information bearing on GSM's competence and qualifications.
- B. Hospital representatives may request GSM to provide copies, or authorize the Hospital to obtain copies, of records and documents, including but not limited to private health information reasonably related to the GSM's professional qualifications and competence, physical and mental health status to perform the GSM's obligations under this Agreement, and professional and ethical qualifications. Failing to provide such copies may adversely affect the GSM's continuation in the program.
- C. Any act, communication, report, recommendation, or disclosure, performed or made in good faith and without malice and at the request of an authorized representative of this or any other health care facility, for the purpose of achieving and/or maintaining quality patient care shall be privileged to the fullest extent permitted by law.
- D. Such privilege shall extend to members of the Hospital's Medical, Professional Associate, Nurse Practitioner and Midwifery and Graduate Staff and the Board of Trustees, the Medical Board, the Hospital Administration, employees and agents of the Hospital, and to third parties, who supply information to any of the foregoing authorities to receive, release, or act upon the same. For the purpose of this Section, the term "third parties" means both individuals and organizations from whom information has been requested by an authorized representative of the Medical Board or the Medical Staff.
- E. To the fullest extent permitted by law, there shall be absolute immunity from civil liability arising from any such act, communication, report, recommendation, or disclosure.
- F. Such immunity shall apply to all acts, communications, reports, recommendations, or disclosures performed or made in connection with this or any other health care facility's activities including, but not limited to: (1) applications for appointment or clinical privileges, (2) periodic reappraisals for reappointment or clinical privileges, (3) corrective action, including summary suspension and hearings thereon and any actions pursuant to the Medical Staff Bylaws, (4) medical care evaluations, (5) utilization reviews, and (6) other Hospital, Service or committee activities related to quality patient care and professional conduct.
- G. The acts, communications, reports, recommendations, and disclosures referred to in this Section may relate to a practitioner's professional qualifications, clinical competency, character, mental or emotional stability, physical condition, ethics, or any other matter that might be relevant to the practitioner's appointment to the Graduate Staff or his or her privileges, or patient care.
- H. The Hospital may report incidents of possible professional misconduct with respect to the GSM as required by New York State Public Health Law 2803-e and other applicable local, state and federal law. The Hospital and all individuals acting on behalf of the Hospital in making said reports shall have immunity with respect to same. The Hospital shall have sole discretion in determining its obligation under law to make such reports and will not be obligated to disclose to the GSM the making of such reports or any documentation related thereto.

- I. In furtherance of the foregoing, upon request of the Hospital, GSM agrees to execute releases, waivers of liability, confidentiality statements or other necessary documents.
- J. In entering into this Agreement, the Hospital does not waive any other reporting obligations or immunity it may have under local, state and federal law with respect to the GSM.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written below.

THE NEW YORK AND PRESBYTERIAN HOSPITAL

GRADUATE STAFF MEMBER

Signature:

Signature:

Name: Lauren Wasson, M.D.

Name:

Title: Vice President Graduate Medical Education and
Chief Academic Officer

Date: June 1, 2023

SAMPLE

NewYork-Presbyterian Hospital 2023-2024 Graduate Medical Education Salary & Stipend Summary

Total Direct Pay Summary:

<u>Graduate Staff Level</u>	<u>Salary Effective July 2022</u>	<u>Salary Effective July 2023</u>	<u>Housing Stipend Effective July 2023 (paid quarterly)</u>	<u>Total Direct Pay Effective July 2023</u>
PGY 1	\$75,694	\$81,000	\$7,500	\$88,500
PGY 2	\$83,783	\$89,700	\$7,500	\$97,200
PGY 3	\$90,651	\$97,000	\$7,500	\$104,500
PGY 4	\$93,199	\$99,800	\$7,500	\$107,300
PGY 5	\$96,365	\$103,200	\$7,500	\$110,700
PGY 6	\$98,095	\$105,000	\$7,500	\$112,500
PGY 7	\$101,052	\$108,200	\$7,500	\$115,700

Benefits Summary:

Item	Detail
Living Supplement	\$7,500 annually, paid quarterly (\$1,875/quarter) in July, October, January, and April
Lyft Credits	\$2,000 Lyft credit annually, added to Lyft account semi-annually (\$1,000/addition) in July and January
Meal Credits	\$2,160 annual meal stipend, added monthly (\$180/month) to NYP ID/meal card on the first of each month
Cost of initial NYS license and renewals	Paid upon reimbursement submission through Concur for expenses incurred during academic year
Choice of two medical plans (Aetna EPO and POS) including Rx and vision, and choice of two dental plans	Hospital pays for, on average, 90% of cost of medical premiums and you pay a small or \$0 copay for most in-network benefits

IVF benefits in the POS medical plan* *No IVF coverage under EPO plan except in the case of an iatrogenic diagnosis	\$30,000 lifetime benefit with Rx covered separately with monthly egg storage charges waived at WCM Center for Reproductive Medicine and Columbia University Fertility Center for NYP residents during residency <i>See the Infertility tab of the NYP Aetna microsite at nyp.aetna.com for more information.</i>
\$0 copay benefits for employees and covered dependents in an NYP Aetna medical plan	NYP Virtual Urgent Care Hinge Health – virtual physical therapy Brightline – behavioral health for children & teens
Domestic partners + domestic partner's children	Can be included for healthcare coverage and life insurance
CopeNYP	Free access to in-person or virtual counseling for employees, immediate family, & household members at no cost to you with up to 8 sessions per year per issue; connect to a counselor generally within 48 hours
NYPBeHealthy	Programs to support emotional and social health, including Wellbeing Coaches for personalized help managing stress, enhance resiliency, stay nourished, and practice self-care – all at no cost to you
Student Loan Advising (after 6 months of service)	Expert counseling from financial advisors at EdAssist, including help with PSLF
Retirement Savings Plan	Immediate eligibility for your pre-tax and after-tax contributions with personalized help from on-site & virtual retirement & financial counselors
\$100,000 Life Insurance	Hospital paid – please make sure you designate beneficiaries through Workday
Long-term disability	Hospital paid – automatic enrollment in the plan that provides you with a benefit equal to 66% of your pre-disability monthly earnings to a maximum of \$10,000.
Special Needs Support	Expert coaching and other resources at no cost for dependents with learning, attention, emotional, behavioral, or other developmental issues from birth through young adulthood
Back-up Care	15 days of highly subsidized care for child or adult/elder
Enhanced Elder Care	Personalized guidance and expert referrals at no cost
Child Care Personal Assistant	WeeCare reps help source home-based childcare providers, babysitters & nannies at no cost to you
Adoption & Surrogacy Assistance	Up to \$15,000 reimbursement of eligible expenses per event

Life happens, and at **NewYork-Presbyterian** we're committed to supporting you and your loved ones through all of life's events.

At NYP, we prioritize investment in our Total Rewards programs – that's the full suite of everything you receive as an NYP employee (salary, retirement, benefits, growth and development opportunities and more) – to ensure we can attract and retain the best talent in the marketplace. This allows us to carry out our mission of providing the most compassionate and high-quality care to our patients.

Whether you are growing your family, dealing with a health issue, saving for the future, or preparing for a "what if" scenario, NYP is here to support you. With a variety of benefits available to choose from, you have the ability to select the benefits that best fit your needs at any stage of your life.

For additional information visit NYP's Digital Benefits Guide (nypbenefitsguide.com) 24/7 from any device.

Health Care Benefits	
<p>Eligibility</p> <ul style="list-style-type: none"> Full-time or part-time employees scheduled to work at least 17.5 hours per week are eligible to enroll in NYP benefit plans. You are eligible starting from your date of hire. An employee cannot have dual coverage under the NYP medical and/or dental plans. If an NYP employee is an eligible dependent of a spouse/domestic partner or parent who is also an NYP employee, they must enroll either as an employee or as the dependent of their spouse/domestic partner or parent. Your Spouse or Domestic Partner – you can cover your spouse or domestic partner (same or opposite sex) for benefits. For married employees or domestic partners who are both NYP benefit-eligible employees: <ul style="list-style-type: none"> If you are not covering dependent child(ren) for medical benefits, you may each enroll individually for employee only medical coverage. You can also enroll individually for dental coverage. If you are covering dependent child(ren) for medical benefits, the spouse/domestic partner earning the higher salary is required to elect medical coverage (employee + child(ren) or employee + family). You can enroll individually for dental coverage. If you are covering dependent child(ren) for dental benefits, only one parent can elect coverage for child(ren). Children: Benefits are available for your biological, adopted, step-children, children for whom you are legal guardian and any child(ren) you or your spouse/domestic partner are required to provide coverage for pursuant to a qualified medical child support order. Medical Insurance: Coverage is effective until the end of the year the dependent turns age 26. Regardless of age, disabled, unmarried dependent children are eligible for medical coverage. Dental Insurance: Coverage is effective until the end of the year the dependent turns age 19, or until the end of the year the dependent turns age 23 if enrolled as a full-time student. 	
<p>Medical Plans includes prescription drug and vision coverage</p>	<ul style="list-style-type: none"> You have the choice of two medical plans offered through Aetna: EPO (in-network services only) or POS (in- and out-of-network services). Prescription drug coverage is automatically provided through CVS Caremark with either medical plan. Vision coverage is automatically provided through Aetna Vision Preferred with either medical plan.
<p>Hinge Health</p>	<p>To treat an acute or chronic condition Hinge Health offers a customized care plan which includes a personal health coach or physical therapist, and app-guided therapy. This program is offered at no additional cost to employees and their dependents enrolled in a NYP Aetna medical plan.</p>
<p>Dental Plans</p>	<p>There is a choice of two dental plans offered through Aetna: DMO and PPO Plan. The plans provide preventive, basic, and major services (including implants). Orthodontia care is provided for children up to age 19, or age 23 if enrolled as a full-time student, in both plans. Adult orthodontia is covered under the Aetna DMO.</p>

Additional Benefits	
Flexible Spending Accounts (FSAs)	<p>Flexible Spending Accounts allow you to reduce your taxable income and pay for eligible Health Care and Dependent Care expenses with pre-tax dollars up to annual IRS limits.</p> <ul style="list-style-type: none"> • Health Care FSA: Contribute up to the allowable maximum (\$3,050 for 2023) on a pre-tax basis for eligible, out-of-pocket health care expenses, including copays and deductibles. • Dependent Care FSA: Contribute up to the allowable maximum (\$5,000 for 2023 per household per year) on a pre-tax basis for eligible dependent care expenses, including elder care.
Commuter Benefits	<ul style="list-style-type: none"> • Mass Transit FSA: Contribute up to the allowable maximum (currently \$300 per month) on a pre-tax basis for work-related public transit. • Commuter Parking FSA: Contribute up to the allowable maximum (currently \$300 per month) on a pre-tax basis for work-related parking.
511 Rideshare	Through this New York State program, NYP Employees who carpool to work are eligible to take part in the Guaranteed Ride Program, which will reimburse employees who miss their carpool home.
Biking to Work	All NYP Hospital campuses offer free bike parking for employee.
Legal Plan	<p>The MetLife Legal Plan can assist you with concerns such as debt collection defense, estate planning, family law, immigration law, real estate, wills, divorce, traffic, and criminal matters. There is a choice of two plans:</p> <ul style="list-style-type: none"> • Legal Plan: Covers you, your spouse/domestic partner and child(ren) • Legal Plan Plus Parents: Covers you, your spouse/domestic partner, child(ren) and parents/in-laws. Services for your parents/in-laws include elder care services such as Medicare/Medicaid support, power of attorney, estate planning, nursing home, and real estate.
Life and Accident Insurance	<ul style="list-style-type: none"> • Basic Life Insurance: 100% Hospital-paid benefit in the amount of \$100,000. • Supplemental Life Insurance: As a complement to your Basic Life Insurance, you can purchase additional coverage from 1x to 5x your annual salary up to a total maximum of \$4 million. • Spouse/Domestic Partner Life Insurance: This plan provides you with the ability to insure your legally married spouse or domestic partner in coverage amounts from \$20,000 up to \$100,000. • Child Life Insurance: Child life insurance is available until the end of the year the dependent child turns age 23. You can insure your/your domestic partner's unmarried dependent child(ren) for coverage from \$2,000 up to \$10,000. • Accidental Death & Dismemberment Insurance: You have the option to purchase AD&D, which protects you and your family if an injury results in your accidental death or dismemberment. You may purchase coverage from 1x to 5x your annual salary.
Long-Term Disability (LTD)	You are automatically enrolled in the 100% Hospital-paid LTD Plan that provides you with a benefit equal to 66% of your pre-disability monthly earnings to a maximum of \$10,000. LTD benefit payments begin after you are disabled for 180 consecutive days.

Wellbeing Benefits	
NYPBeHealthy Employee Health & Wellbeing Program	Our programs encompass all aspects of wellbeing, including emotional and social health. Whether you want to get in shape, or deal more effectively with stress we offer a variety of options to fit you and your lifestyle. NYPBeHealthy Wellbeing Coaches provide personalized support to employees so that they can manage their stress, enhance their resiliency, stay nourished, and practice self-care. These programs are offered at no cost to you.
CopeNYP	CopeNYP provides quick, free access to confidential and supportive counseling for employees, their immediate family, and household members. Appointments can be scheduled for either in-person or virtual counseling sessions.
NYP Virtual Urgent Care	Video chat with NYP doctors online from your mobile device. NYP Virtual Urgent Care visits are free to employees and their dependents who are enrolled in an NYP medical plan with Aetna.
Everyday Amazing	Recognizing the contributions of our employees is an important part of the culture at NYP. Our organization utilizes NYP Everyday Amazing as an online platform that enables co-workers to easily recognize each other in a number of ways.
Community & Environmental Stewardship	NYP is committed to fostering a culture of environmental stewardship and social responsibility. Through our volunteerism and community stewardship programs, employees have the opportunity to drive lasting change in the communities where they live and work.
Financial Benefits	
Retirement Savings Plan	<ul style="list-style-type: none"> The Retirement Savings Plan, offered through Empower, is an opportunity for you to personally save for retirement. You may choose to make pre-tax contributions, as well as after-tax Roth contributions, up to a combined maximum of \$22,500 (or \$30,000 if age 50 or older) in 2023. You are immediately eligible to participate. On-site retirement and financial counselors are available for assistance.
Education Loan Advising	Eligible employees have access student loan assistance tools through EdAssist to help reach their financial goals. This benefit is offered at no cost to you.
Medicare Support Services	Aetna Medicare Support Services is available to provide employees and their family members with resources to help understand Medicare benefits. Contact Aetna Support Services for a personalized consultation on the basics of Medicare coverage, costs, and how and when to enroll. This benefit is offered at no cost to you.
Discount Programs	<ul style="list-style-type: none"> Auto & Home Insurance: Farmers GroupSelect Insurance includes coverage for motorcycles, recreational vehicles and boats, home rentals, vacation residence, and personal liability insurance. Identity Theft Protection: InfoArmor provides comprehensive services to counteract fraud and resolve identity theft issues. PerkSpot: is NYP's employee discount hub, offering discounts on electronics, travel, dining, apparel, pet supplies, home and garden, and more.
EFP Voluntary Insurance Benefits	<ul style="list-style-type: none"> Accident Insurance: This plan pays a flat dollar amount for covered injuries whether minor or catastrophic. Specified Disease Insurance with Wellness Benefit: This plan pays you to have recommended health screenings and provides financial support in the event of a diagnosis of certain diseases. Whole Life Insurance: Provides beneficiaries with financial security that is more flexible than Term Life Insurance. Voluntary Short-Term Disability Insurance: Coverage provides up to 50% of income replacement, and covers maternity, mental illness, and substance abuse.

Family Friendly Benefits	
Adoption Assistance	Reimbursement of up to \$15,000 per adoption for eligible employees.
Back-up Child and Adult/Elder Care	Access to up to 15 days of back-up care for both your children and adult/elder family members during a lapse or breakdown in normal care arrangements at subsidized rates: Center-based care for \$15/child or \$25 for two or more children, and In-Home Care for \$6/hour. Ten additional days of back-up care are available to use during your child's first year of life.
College Coach	Employees have exclusive access to a team of former college admissions officers and college finance professionals to help you during the complex process of sending a child to college. This benefit is offered at no cost to you.
Enhanced Elder Care Support	Elder care from Bright Horizons provides personalized guidance and expert referrals in local markets to help employees find a full range of care, transportation, and other critical services. This benefit is offered at no cost to you.
Home-based Child Care Concierge	WeeCare will explore their network of more than 3,000 of providers nationwide, and a dedicated WeeCare Care Manager will match you with a childcare provider that best meets your preferences, schedule, and budget. A Care Manager will be your personal assistant and save you time finding the best licensed and affordable childcare for your family. This benefit is offered at no cost to you.
IVF Assistance Benefit	Under the POS plan access a broad network of professionals, including Aetna's fertility specialists, and lifetime support up to \$30,000. IVF benefits include fertility preservation (cryopreservation and storage for eggs and embryos, in addition to sperm banking).
Parental Leave	Parental leave benefits, which include six weeks of paid leave, are available to eligible employees with at least one year of service.
Pediatric Behavioral Health Support	Brightline is a virtual pediatric behavioral health provider that offers kids, teens, and caregivers a full system of personalized support. This program is offered to employees (and their dependents) enrolled in a NYP Aetna medical plan.
Special Needs Support	Bright Horizons Special Needs provides assistance for employees with concerns regarding their child's development, including interactive webinars and 10 sessions of 1:1 expert coaching annually. This benefit is offered at no cost to you.
Surrogacy Assistance	Reimbursement of up to \$15,000 per birth event for eligible employees.

This summary highlights some of the employee benefit plans and programs sponsored by NewYork-Presbyterian (NYP). NYP's formal employee benefit plan documents govern the terms and conditions of the plans. In the event of any conflict between the formal plan documents and this summary or between the formal plan documents and any written or oral statement by a Hospital representative, the formal documents shall govern.

**NEWYORK-PRESBYTERIAN HOSPITAL
GRADUATE MEDICAL EDUCATION
POLICIES AND PROCEDURES**

TITLE: VISA Rules

As a general rule, the NewYork-Presbyterian Hospital ("NYPH") will only accept foreign nationals ("FNs") into this Graduate Medical Education ("GME") program who secure J-1 nonimmigrant classification, which is administered by the Educational Commission for Foreign Graduates (ECFMG), or are otherwise authorized to work for the program duration without sponsorship by NYP.

NYPH will not sponsor any candidate for an H-1B, H-1B1, F1, E-3 or any other status to participate in this program.

In very limited circumstances, NYPH will support O-1 sponsorship for FNs who qualify based on their extraordinary ability. In these instances, however, the FN will be required to pay for and use the services of an NYPH approved immigration legal provider who first will provide an opinion to NYPH that the resident is eligible for the O-1 classification and, if NYPH agrees to support the petition, then prepare and file an O-1 petition on the resident's behalf.

WARNING: If the resident is a Foreign National and refuses to secure J-1 status, is not eligible for O-1 nonimmigrant status, or lacks employment authorization valid for the duration of the GME program in which the resident seeks to participate, NYPH will not accept the resident into, or allow the resident to complete, its GME programs.

Reviewed by GME Office: April 2015
Reviewed by GME Office: May 2019
Approved by GMEC: November 2019
Approved by The Medical Board:



New York-Presbyterian

The University Hospital of Columbia and Cornell

ROYAL CHARTER PROPERTIES | REAL ESTATE

NYP/WEILL CORNELL



COLEMAN TOWER



HELMSLEY TOWER



PAYSON HOUSE

2023 EAST CAMPUS HOUSING OVERVIEW

Incoming Resident House Staff & Clinical Fellows



Housing Overview

As presently organized under the umbrella of **Royal Charter Properties (RCP)**, each campus has its own management staff responsible for day-to-day housing. The New York Presbyterian East Campus Real Estate Department oversees the residential and commercial properties for the New York-Presbyterian/Weill-Cornell Medicine (68th Street & York Ave.)

Cushman & Wakefield is the property management agency for all Royal Charter Property housing.

Royal Charter Properties/New York-Presbyterian Hospital East Campus housing portfolio consists of 1408 apartments within walking distance to the Weill Cornell Campus.

The East Campus has 11 residential apartment buildings on the Upper East Side of Manhattan located from East 70th Street and York Avenue to 76th Street, between First Avenue and York Avenues. There are 8 mid-rise prewar Walk-up buildings, and 3 elevator high rise buildings.

East Campus apartment sizes range from studios to three bedrooms units.

Eligibility for NYP Housing is contingent upon being a full time NYPH, Weill Cornell or CUIMC employee.

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Change of Preference Form	20

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INCOMING GRADUATE STAFF FREQUENTLY ASKED QUESTIONS:

1. Who is eligible for New York Presbyterian Hospital Housing?

- a. Eligibility for NYP Real Estate housing is dependent on being a full-time, salaried employee of New York Presbyterian (Cornell or Columbia), Weill Cornell College or Columbia University Medical Center.
- b. East Campus apartment assignment priority is based on the need for that employee to be housed in close proximity to NYP/Weill Cornell in furtherance of its core mission to provide high quality health care services. NYP/Queens, NYP/Brooklyn Methodist, MSKCC, and HSS paid employees are not eligible for NYP Housing at this time.

2. Are the apartments furnished?

- a. All apartments are **unfurnished**. However kitchen appliances are provided.

3. Can I schedule an appointment to view an apartment?

- a. Until such time an in-person tour schedule is announced, please visit the following link for walkthrough tour of some of our East Campus housing options: [NYP/Weill Cornell Housing Tour](#)

4. When is the application submission deadline?

- a. The application deadline is April 15th, 2023.
- b. The application can be completed on our website located at www.nyp.org/realstate.
- c. Applications must be submitted with an Offer Letter or Match notice as proof of future employment.

5. Is housing guaranteed once I've submitted an application?

- a. All Housing is subject to availability, and cannot be guaranteed. NYP Real Estate will be working diligently to provide housing options to all qualified incoming staff members. If we see that we cannot accommodate your request, you will be notified as soon as possible.

6. Can I share my apartment with a non-Hospital employee?

- a. Yes. Nevertheless, only the Hospital Employee will be the Licensee and recognized as the legal tenant of record.
- b. NYP Housing does not arrange shared apartment assignments.

7. Are pets permitted in housing?

- a. Non-aggressive breeds of cats and dogs, no more than 40lbs are permitted by Management.

8. What is the Rental Agreement term?

- a. All license agreements are for 12 months term, and automatically renew annually for an additional 12 months term with the option to renew annually.

9. When will I be advised of my housing assignment and move in date?

- a. The Leasing Office communicates apartment assignments on a rolling basis starting late April and anticipates completion by mid-June. Applicants will be contacted by email as soon as their apartment assignment has been determined. Each applicant will be provided **one** housing offer based on apartment availability.

10. When do I have to notify you of my decision?

- a. Upon receipt of your housing assignment you are provided a window of 48 hours to accept or decline the apartment offered.
- b. If you fail to respond in the provided 48 hour window, we will assume that you have declined NYP Housing.

11. What funds do I need to provide prior to move in?

- a. Pro-Rated Rent: Prior to possession of your unit, you are required to submit payment for (1) the pro-rated rent due for the days remaining within the calendar month of move-in and (2) the monthly rent for the next full calendar month.
- b. Security Deposit: A security deposit equal to \$100 is required of Graduate Staff employees who are assigned Payson House, Helmsley Medical Tower or Coleman Tower apartments. A security deposit is **NOT** required for Prewar/Walkup building apartments.
- c. **ALL FUNDS MUST BE REMITTED IN UNITED STATES CURRENCY AS SEPARATE CERTIFIED BANK CASHIER'S CHECKS OR MONEY ORDERS.**

12. When do I have to submit the move in paperwork, security deposit, and pro-rated rent?

- a. You will receive your move in package via email. The Leasing Office must receive all completed documents and certified payments no later than fourteen business days from the date of the email.

13. What will I need to arrange my move in?

- a. Move ins are scheduled based on building:
 - i. Payson and Helmsley: Monday – Sunday, 8AM – 8PM
 - ii. Coleman: Monday – Friday, 9AM – 5PM
 - iii. Walkups: Monday – Sunday, 9AM – 6PM
- b. You must schedule an elevator reservation if you will be moving in to Payson, Helmsley or Coleman.
- c. Moving Companies **MUST** be approved and provide a compliant certificate of insurance.
- d. Self-Movers must provide a move in/out waiver.
- e. Electricity:
 - i. Coleman, Payson, and Helmsley: Upon possession, the electricity account, which is sub-metered through Quadlogic, will be switched to your name.
 - ii. **Walkups: You are required to contact Con Edison to switch the electricity account into your name effective on your lease start date.**
 - iii. If you would like TV, internet, and or phone service, you must schedule an installation appointment time after you have taken possession of your apartment, unless pre-installation service is available.

14. How do I pay my rent after I've moved in?

- a. All NYP /Weill Cornell hospital employees are eligible to enroll for automatic payroll deduction.
- b. All Columbia University Medical Center paid employees must be on direct billing due to system compatibility.

15. Is there parking available?

- a. Graduate Staff accepting NYP housing at one of our three high rise buildings, have access to monthly parking in the Hospital's on-site parking garages for a monthly storage fee.
- b. Please direct all inquiries regarding parking prices and availability to the NYP Parking Office at: parkingnyp-east@nyp.org.

16. Where can I locate options for my children's schooling?

- a. Schools for your child can be located on the New York City Department of Education's webpage: www.schools.nyc.gov/find-a-school

PAYROLL DEDUCTION FAQs:

1. Does my rent have to be paid via Payroll Deduction?

- a. No. However, all NYP/Weill Cornell Hospital employees are eligible to enroll in payroll deduction at the time of renting an apartment from Royal Charter Properties.
- b. Columbia University Medical Center paid employees **must** be on direct billing due to system compatibility.

2. If I elect Payroll Deduction, how frequently will my payroll be deducted?

- a. Your monthly rent will be deducted on a weekly or biweekly payroll schedule depending upon your employer:
 - i. NYP East Campus: Biweekly rental payroll deductions
 - ii. NYP West Campus: Weekly or Biweekly rental payroll deductions
 - iii. Weill Cornell: Biweekly rental payroll deductions
- b. Residents on biweekly payroll deduction will have installments of 50% of your monthly rent deducted from 24 of 26 pay periods per year.
- c. Residents on weekly payroll deduction will have installments of 25% of your monthly rent deducted from 48 pay periods per year.
- d. There will be suppressed payroll deductions throughout the year, please check your payroll schedule for details. Your payroll schedule can be found on the NYP Infonet.

3. Why hasn't my Payroll Deduction started as of yet?

- a. Payroll deduction commences during the succeeding month following your move in date. If you have any further questions, please contact the Leasing Office at (212) 746-9096.

4. Will I receive a rental statement?

- a. Occupants of Coleman Tower, Helmsley Tower, and Payson House who elect payroll deduction will receive a monthly statement reflecting all electric utility charges.
- b. Utility charges are **not** payroll deducted. Please remit monthly utility payments by personal check or money order accordingly by mail to the P.O. Box Address provided with your statement.
- c. Occupants of Pre-War buildings who elect payroll deduction will not receive rental statements because your rent will automatically be paid in full providing there are sufficient funds available.

5. Can my electricity charges be paid via Payroll Deduction?

- a. Unfortunately, due to fluctuating usage your electricity charges **cannot** be paid via payroll deduction.
- b. Occupants of Coleman Tower, Helmsley Tower, and Payson House must remit payment for utility charges by check or money order, mailed directly to the bank's P.O. Box address each month.
- c. Occupants of Prewar buildings will be able to pay utility charges online, directly with Con Edison.

6. Why was there a shortfall in my scheduled payroll deduction?

- a. Rent is the last deduction to be made from the resident's payroll. Prior to deducting rent, all other charges or benefits that the resident is obligated to pay are deducted. Since these non-rent charges may fluctuate in amount, the payroll deduction amount may vary.

7. What happens if the full amount of monthly rent is not deducted in any given month?

- a. Residents are responsible to review their payroll statement to ensure that the rental deduction has been deducted in full.
- b. If there is a rental shortfall, the resident is responsible to immediately remit payment via check or money order to the Finance Office, located at 435 East 70th Street, Suite 7K, NY, NY 10021. The contact number is: (212) 746-0059.

8. What happens if there is a change in my employment status?

- a. Residents must notify the Leasing Office promptly upon any employment status change. (I.e.: You need to take a leave of absence due to personal reasons, you must provide the Leasing Office with documentation of your leave of absence from your department.)

9. What rental period is the recent Payroll Deduction covering?

- a. Your payroll schedule reflects which pay period your monthly rental deduction is applied to. To find your payroll schedule, you can visit the Employee's page on the Infonet.
- b. Your Year to Date rental deduction amount reflected on your latest payroll statement shows the total amount of rent deducted.

10. Is my payroll deduction pre-tax or post-tax?

- a. All payroll rental deductions are post-tax.

EAST CAMPUS HOUSING

MONTHLY RENTAL RANGES FOR NYP GRADUATE STAFF PERSONNEL

NYP Graduate Staff prices are available to Non-Faculty Resident House Staff and Clinical Fellows of NYP, WCMC, and CUIMC.



BUILDING:	COLEMAN TOWER	HELMSLEY TOWER	PAYSON HOUSE
STUDIO:	\$2341 - \$2888	\$2308 - \$2508	\$2064 - \$2226
1 BEDROOM:	\$3388 - \$4437	\$3287 - \$3533	\$2982 - \$3194
2 BEDROOM:	\$5473 - \$6681	\$5032 - \$5323	\$3626 - \$3892
3 BEDROOM:	N/A	N/A	\$4201 - \$4546



BUILDING:	405/417/421 E. 70 TH	423 E. 70 TH	437/439 E. 71 ST	402 E. 72 ND	418 E. 76 TH
STUDIO:	\$1760 - \$1811	\$1930 - \$1980	\$1760 - \$1810	N/A	\$1746
1 BEDROOM:	\$1936 - \$2139	\$2243 - \$2618	\$2035 - \$2086	\$2359 - \$2410	N/A

All housing is subject to apartment availability – Therefore, cannot be guaranteed.

Please note the above referenced apartment sizes and corresponding monthly rental rates reflect the NYP Real Estate Housing current effective price range as of January 1, 2023. Rental Rates are subject to change. If rental rates for non-Faculty, Resident House-Staff and Clinical Fellows are adjusted this year, new rates will be made immediately available once confirmed by New York Presbyterian Hospital.

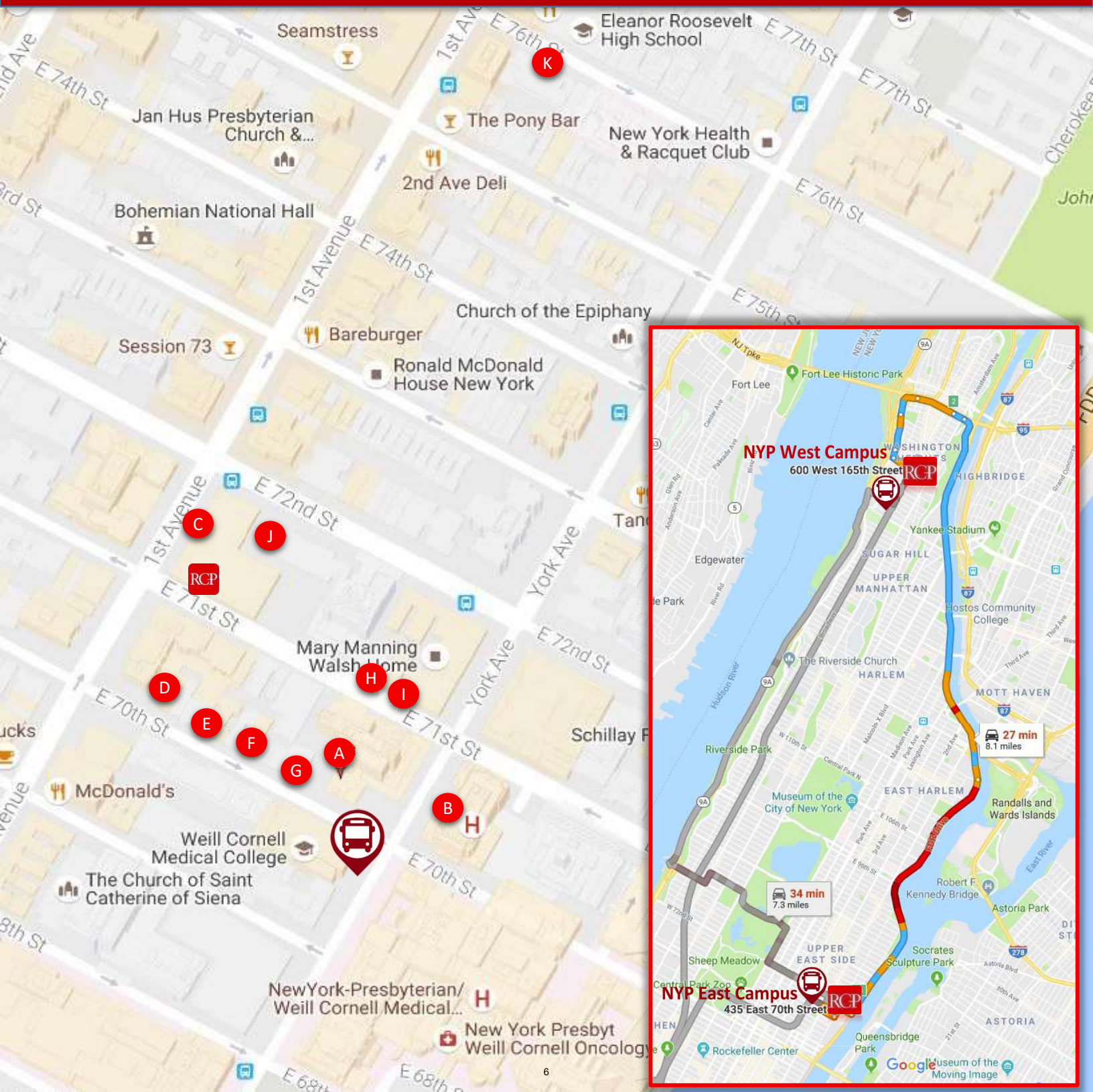
All applicants will receive one housing assignment based on the housing criteria we have been provided with on the housing application.

- A. Payson House – 435 East 70th Street
- B. Helmsley Medical Tower – 1320 York Avenue
- C. Coleman Tower – 1330 First Avenue
- D. 405 East 70th Street
- E. 417 East 70th Street
- F. 421 East 70th Street
- G. 423 East 70th Street
- H. 437 East 71st Street

- I. 439 East 71st Street
- J. 402 East 72nd Street
- K. 418 East 76th Street



NYP Shuttle Bus Service





HIGH RISE BUILDINGS

PAYSON HOUSE: 435 EAST 70TH STREET

- Built in 1963
- Located on East 70th Street near York Avenue with easy access to all shopping venues.
- 34 Story Mixed Occupancy Elevator Building (4 elevators).
- Underground accessibility to the Hospital.
- 24 Hour Concierge/Doorman.
- 1st - 4th Floor – Commercial/Administrative Offices.
- Fitness Room on the 3rd Floor.
- Laundry room on each residential floor (card operated).
- Indoor & Outdoor play area exclusive for Play Area Association members.
- All apartments include: Central Air Conditioning/Heating, kitchen appliances, parquet floors and ceramic tiles, window blinds (microwaves not included).
- Dishwashers in 2 bedroom and 3 bedrooms.
- Resident is only responsible for electric utility charge, which is sub-metered; water and gas are included in the rent.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
- TV Providers: Spectrum, RCN, and Verizon FiOS.



Fitness Room

HELMSLEY MEDICAL TOWER: 1320 YORK AVENUE

- Built in 1986
- Located on York Avenue between 70th and 71st Streets with easy access to all shopping venues.
- 36 Story Mixed Occupancy Elevator Building (6 elevators).
- Underground accessibility to the Hospital.
- 24 Hour Concierge/Doorman.
- 1st - 7th Floor – Commercial/Medical Offices.
- 8th - 12th Floors – Guest Facility which offers visitors accommodations when a loved one require extended medical care or outpatient hospital services.
- 13th – 36th Floors are Residential.
- Rooftop Lounge (seasonal)
- Resident fitness room located on 13th floor.
- Laundry Room located in sub-basement.
- All apartments include: Spacious open layouts, central Air Conditioning/Heating, dishwasher, kitchen appliances, hardwood floors, and window blinds, (microwaves not standard).
- Resident is only responsible for electric utility charge, which is sub-metered; water and gas are included in the rent.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
- TV Providers: Spectrum, RCN, and Verizon FiOS.



Rooftop Lounge

COLEMAN TOWER: 1330 FIRST AVENUE

- Opened in 2008
- Located on 1st Avenue between 71st and 72nd Streets with easy access to all shopping venues
- 20 story Fully Residential Elevator Building (4 elevators)
- 100% residential from floor 2 through 20
- 24 hour doorman/concierge
- Fitness room located on 5th floor.
- Laundry room, Residential lounge, and Children's Playroom all located on the 5th floor
- Outdoor courtyard on 2nd floor
- Bicycle storage room
- 24 hours indoor attended parking garage (space available for additional monthly fee).
- Security cameras located in the common areas throughout the building.
- All apartments include the modern finishes: hardwood flooring, granite and marble countertops and bathroom vanities, temperature controls year round in each room, shades for all windows, stainless steel kitchen appliances including: microwave, dishwasher and garbage disposal.
- There are limited apartments (in all sizes) throughout the building that have private outdoor balconies and decks.
- Resident is responsible for electric utility charge, which is sub-metered; water and gas which operates the stove are included in the rent.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
- TV Providers: Verizon FiOS, and Spectrum.



Residential Lounge



PREWAR WALK-UP BUILDINGS

405 EAST 70TH STREET

- 5 story walk up building
- Located between York and 1st Avenue with easy access to all shopping venues.
- 2 commercial stores on street level.
- Laundry room located in the basement; machines operated by debit card.
- Resident is responsible for electric utility charge and gas which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
- TV Providers: Spectrum, and Verizon FiOS.

417 EAST 70TH STREET

- 6 story walk up building
- Located between York and 1st Avenue with easy access to all shopping venues.
- 2 commercial stores on street level
- Resident is responsible for electric utility charge and gas which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
- TV Providers: Spectrum, and Verizon FiOS.

421 EAST 70TH STREET

- 5 story walk up building
- Located between York and 1st Avenue with easy access to all shopping venues
- Hospital affiliate office located in basement.
- Residential apartments: 10 (all one bedrooms).
- All apartments run are "railroad" style and have both southern and northern exposure.
- Resident is responsible for electric utility charge and gas which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
- TV Providers: Spectrum, and Verizon FiOS.

437 EAST 71ST STREET

- 5 story walkup building
- Located between York and 1st Avenue with easy access to all shopping venues.
- Resident is responsible for electric utility charge and gas which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
- TV Providers: Spectrum, and Verizon FiOS.

439 EAST 71ST STREET

- 6 story walkup building
- Hospital Affiliate office occupies 1st floor
- Located between York and 1st Avenue with easy access to all shopping venues.
- Resident is responsible for electric utility charge and gas which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
- TV Providers: Spectrum, and Verizon FiOS.

402 EAST 72ND STREET

- 5 story walkup building
- Located between 1st and York Avenue with easy access to all shopping venues.
- Some apartments have air conditioning unit installed.
- Washer and Dryer located in basement; machines operated by debit card.
- Carson Living app available for front door video intercom, keyless entry, and package notifications.
- Resident is responsible for electric utility charge and gas which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
- TV Providers: Spectrum, and Verizon FiOS.



PREWAR WALK-UP BUILDINGS CONT'D



418 EAST 76TH STREET

- 6 story walkup building (Studios Only)
- Located between York and 1st Avenue with easy access to all shopping venues.
- Hospital Affiliate offices/on call rooms: 1st to 3rd fl.
- Some apartments have air conditioning unit installed.
- Resident is responsible for electric utility charge and gas which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
- TV Providers: Spectrum

PREWAR ELEVATOR BUILDING



423 EAST 70TH STREET

- 5 story elevator building (1 Elevator)
- Located between York and 1st Avenue with easy access to all shopping venues.
- Laundry room located in basement; machines operated by debit card.
- Carson Living app available for front door video intercom, keyless entry, and package notifications.
- Resident is responsible for electric utility charge and gas which operates the stove, in addition to rent.
- Residents must contact Con Edison on the day of their move in to activate their utility account (800) 752-6633.
- The building is wired for cable and high speed internet. Usage is at the discretion and expense of the resident.
- TV Providers: Spectrum, and Verizon FiOS.

UTILITIES:

Tenants of Coleman Tower, Helmsley Medical Tower and Payson House are NOT required to contact the utility company to set up an account. The electricity is sub-metered thru the Hospital, and tenants will receive a monthly statement calculating the amount due for electricity usage. Payson, Helmsley, and Coleman tenants pay electric usage for air conditioning and heating units (this amount must be paid by personal check or money order, and cannot be payroll deducted each month). Tenants of Payson, Helmsley, and Coleman do not pay a separate charge for water and cooking gas – They are included in the rent. Tenants of the Walk-up Buildings, and 423 East 70th Street do not pay a separate charge for water or heat. However, are responsible for their electricity and cooking gas usage which is metered by Con Edison.

HEAT AND AIR CONDITION:

Payson House, Helmsley Medical Tower, and Coleman Tower apartments have central air-conditioning/heating systems within their apartments which is part of your electricity usage. Air conditioners are not standardly provided in our prewar walk-up buildings. Walk-up Buildings tenants must purchase, and have a licensed contractor install a window unit(s). Walk-up buildings have radiant heating systems which warms the apartment.

LAUNDRY FACILITIES:

Laundry rooms are located in Payson House on every floor; Helmsley Medical Tower: sub-basement and is open daily 24 hours a day. Coleman Tower laundry room is located in the 5th Floor and is open from 6am to 10pm. Residents of 405 East 70th Street, 423 East 70th Street, and 402 East 72nd Street: Laundry machines are located in the basement and are open daily 24 hours a day. Machines are operated by the use of a laundry card, which can be purchased at the card dispensing machine. Laundry facilities are available for use only by tenants living in that building.

FITNESS CENTER (Payson House, Helmsley Medical Tower, Coleman Tower):

The Fitness Centers are open seven days a week from 6am to 10pm. The facilities are available for use only by tenants living in that building. No one under 18 is permitted in the Fitness Center at any time, even if accompanied by a parent or an adult. Access to the Fitness Center is controlled by the Management Company and is monitored by a security camera at all times. The Fitness Center is unattended and is used at the sole responsibility of the tenant.

SMOKING:

Smoking (including e-cigarettes) is prohibited in all indoor and outdoor areas of all our buildings, including without limitation within residential units, the lobby, elevators, hallways, laundry rooms, storerooms, courtyards, rooftops, balconies and patios.



Square Footage By East Campus Building Type:

PREWAR WALKUPS	
Size of Apartment	Square Footage
Studio/ 1 Bathroom	Approx. 258 – 405 sq. ft.
1 Bedroom/ 1 Bathroom	Approx. 390 – 700 sq. ft.

PAYSON HOUSE	
Size of Apartment	Square Footage
Studio/ 1 Bathroom	Approx. 390 sq. ft.
1 Bedroom/ 1 Bathroom	Approx. 620 sq. ft.
2 Bedrooms/ 1 Bathroom	Approx. 850 sq. ft.
3 Bedrooms/ 2 Bathrooms	Approx. 975 sq. ft.

HELMSLEY TOWER	
Size of Apartment	Square Footage
Studio/ 1 Bathroom	Approx. 405 – 420 sq. ft.
1 Bedroom/ 1 Bathroom	Approx. 660 sq. ft.
2 Bedrooms/ 2 Bathrooms	Approx. 1015 sq. ft.

COLEMAN TOWER	
Size of Apartment	Square Footage
Studio/ 1 Bathroom	Approx. 408 – 534 sq. ft.
1 Bedroom/ 1 Bathroom	Approx. 602 – 729 sq. ft.
2 Bedrooms/ 2 Bathroom	Approx. 895 – 1129 sq. ft.

All New York Presbyterian Housing options are subject to apartment availability.



NYP High Rise Sample Floor Plans

In order to assist you in your planning process, the following pages provide a sample of the some of the Payson House, Helmsley Tower, and Coleman Tower apartment size layouts which are most typical, when apartments are available:

 Studio

 One Bedroom

 Two Bedroom

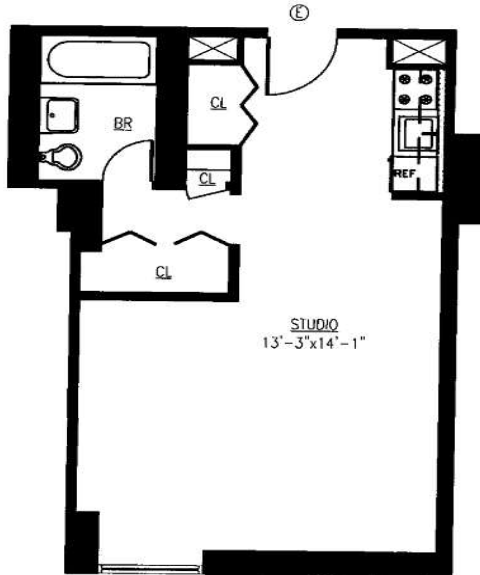
 Three Bedroom



Payson House

435 East 70th Street

STUDIO UNIT



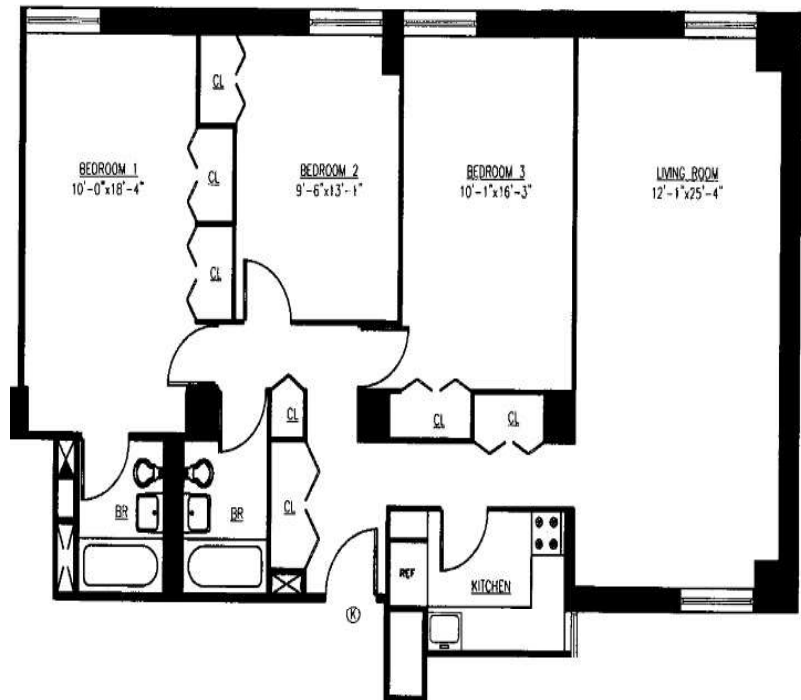
ONE BEDROOM UNIT



TWO BEDROOM UNIT



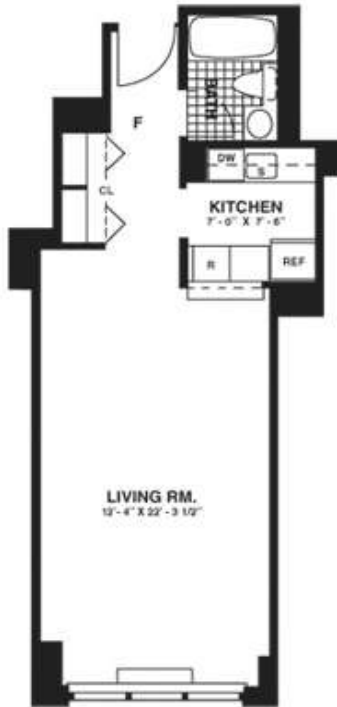
THREE BEDROOM UNIT





Helmsley Medical Tower 1320 York Avenue

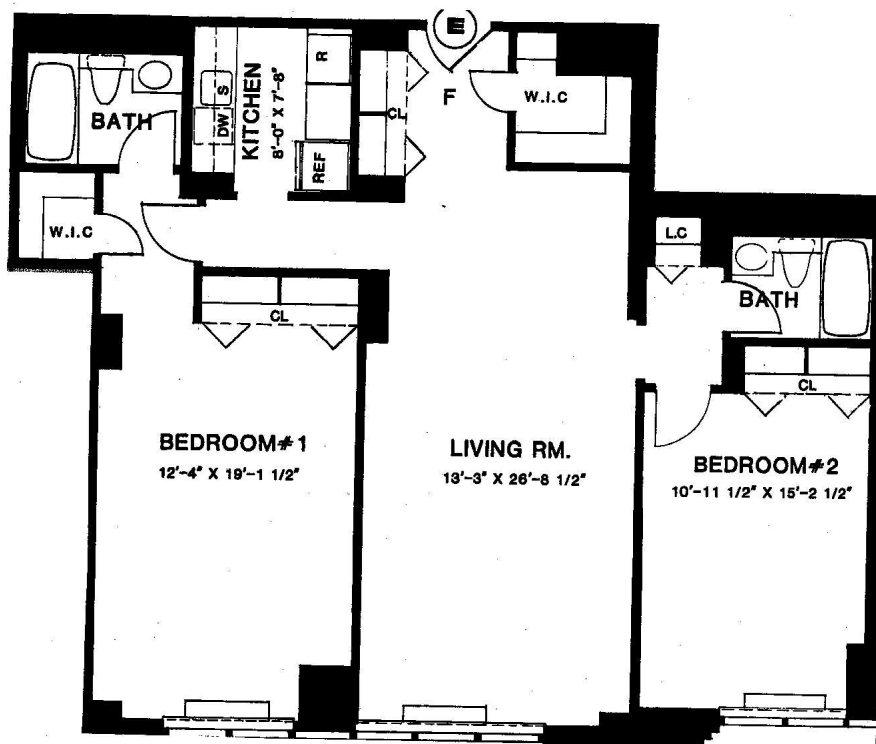
STUDIO UNIT



ONE BEDROOM UNIT



TWO BEDROOM UNIT



All New York Presbyterian Housing options are subject to apartment availability.



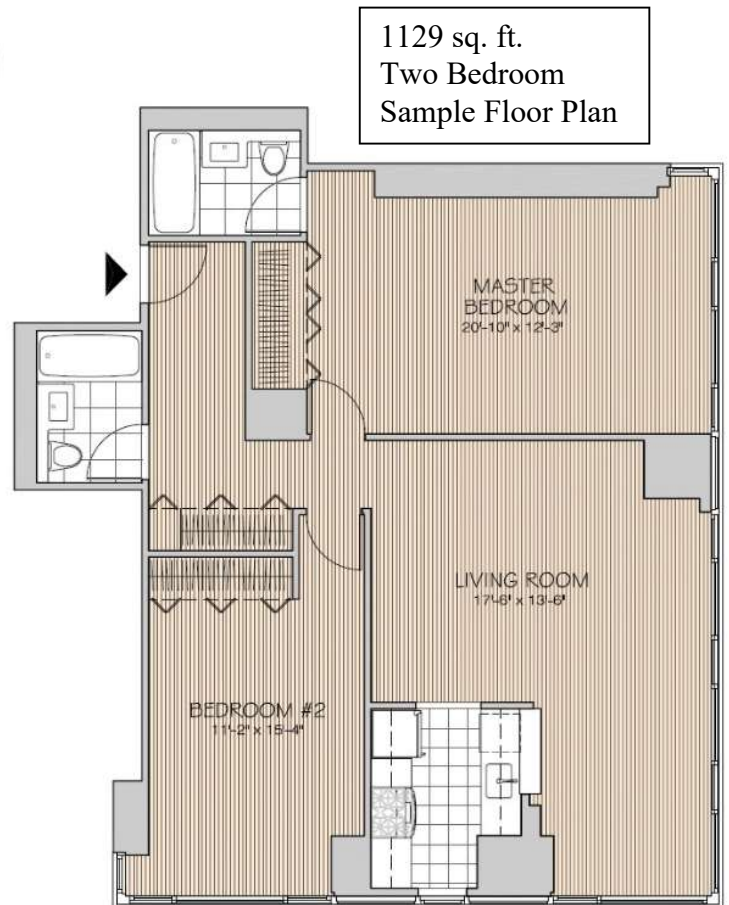
Coleman Tower 1330 First Avenue



421 sq. ft.
Studio
Sample Floor Plan



643 sq. ft.
One Bedroom
Sample Floor Plan



1129 sq. ft.
Two Bedroom
Sample Floor Plan

**COLEMAN TOWER APARTMENT LAYOUTS WILL DIFFER BY SQUARE FOOTAGE.
THE ABOVE LAYOUTS ARE MOST TYPICAL, AND ARE FOR SAMPLE PURPOSES ONLY.**



Local Amenities and Resources



New York City Police Department
19th Precinct
153 East 67th Street
New York, NY 10067
(212) 452-0600



FDNY- Engine 39/Ladder 16
157 East 67th Street
New York, NY 10067

Call 911 for emergency
Call 311 for all other non-emergency services



New York Public Library

New York Public Library
328 East 67th Street
New York, NY 10065
(212) 734-1717



Citi Bike Stations
72nd Street & York Avenue
68th Street & 1st Avenue
www.citibikenyc.com



Metropolitan Transportation Authority



Subway Stations Near By:

2nd Avenue/72nd Street



68th Street – Hunter College
77th Street (77th St. & Lexington Ave.)

www.mta.info



NYP Shuttle Bus Services

Pick-up / Departure location:
NYP/WC Campus - 1300 York Avenue

Visit the *NYP Infonet* for departure times



Morton Williams
Supermarket at 1565 1st Ave.
(between 71st & 72nd)
(212) 794-8866



Trader Joe's
Grocery Store at
405 E 59th Street (Off York Avenue)
(212) 935-3870



USPS Post Office
(Lenox Hill Station)
at 217 E 70th Street
(between 2nd & 3rd Ave.)
(212) 879-4401



FedEx at 1200 3rd Ave.
(between 69th & 70th St.)
(212) 452-0142



UPS at 1397 2nd Ave.
(between 72nd & 73rd St.)
(212) 585-4195



Duane Reade at 1352 1st Ave.
(212) 535-9816

CVS at 1396 2nd Ave.
(212) 249-5062

Walgreens at 1328 2nd Ave.
(212) 734-6076



Bank of American at 1330 1st Ave.
(between 71st & 72nd)

Citibank at 1330 1st Ave.
(between 71st & 72nd)

Chase at 1324 York Ave.
(between 70th & 71st)

TD Bank at 1240 1st Ave.
(between 66th & 67th)



Symphony Cleaners at 1304 1st Ave.
(212) 988-1220

One Stop DO ALL Laundromat at
318 East 70th St. (212) 517-7861



Manhattan Mini Storage at 420 E.
62nd St. (917) 746-7749

Cube Smart Self Storage at 444 West
55th St. (917) 746-0621

Manhattan Mini Storage at 401 E.
110th St. (917) 746-0705



Verizon Wireless at 1314 1st Ave.
(212) 737-4700



T-Mobile at 1245 3rd Ave.
(212) 861-1984



AT & T at 1103 3rd Ave.
(212) 319-3685



St. Catherine's Park at 1245 1st Ave
(btw 67th & 68th)

City of New York
Parks & Recreation

John Jay Park at E. 76th to 78th St. FDR Drive

Central Park <http://www.centralparknyc.org>



Pret @ 1320 York Ave. (212) 585-4031

Murphy's Law @ 417 E. 70th St. (212) 628-3724

Dunkin Donuts @ 411 E. 70th St.

Matsu Sushi @ 411 E. 70th Street. (212) 744-4447

Just Salad @ 1306 1st Ave. (212) 772-7722

Chipotle Mexican Grill @ 1288 1st Ave. (646) 213-9431

McDonald's @ 1286 1st Ave. (212) 249-3551

Taco Bell @ 1266 1st Ave. (347) 815-2622

Texas Rotisserie & Grill @ 1315 1st Ave. (212) 396-0700

Café Luka @ 1316 1st Ave. (212) 585-2205

Dig Inn @ 1319 1st Ave. (646) 905-2184

Sweetgreen @ 1321 1st Ave. (646) 585-0900

Lenwich @ 1269 1st Ave. (212) 288-0852

Patsy's Pizzeria @ 1279 1st Ave. (212) 639-1000

Le Pain Quotiden @ 1270 1st Ave. (212) 988-5001

Sophie's Cuban Cuisine @ 401 E. 68th St. (212) 439-1814

Panda Express @ 1277 1st Ave (212) 288-1323



Zoned Schools

[P.S. 183 Robert L. Stevenson \(M183\)](#)

419 EAST 66 STREET, Manhattan, NY 10065
(212) 734-7719
Grades: 0K, 01, 02, 03, 04, 05, SE
District: 02
Distance: 0.25mi

[J.H.S. 167 Robert F. Wagner \(M167\)](#)

220 EAST 76 STREET, Manhattan, NY 10021
(212) 535-8610
Grades: 06, 07, 08, SE
District: 02
Distance: 0.54mi

[Art and Design High School \(M630\)](#)

1075 SECOND AVENUE, Manhattan, NY 10022
(212) 752-4340
Grades: 09, 10, 11, 12, SE
District: 02
Distance: 0.9mi

[East Side Elementary School, PS 267 \(M267\)](#)

213 EAST 63RD STREET, Manhattan, NY 10065
212-888-7848
Grades: 0K, 01, 02, 03, 04, 05, SE
District: 02
Distance: 0.57mi

[Eleanor Roosevelt High School \(M416\)](#)

411 EAST 76 STREET, Manhattan, NY 10021
(212) 772-1220
Grades: 09, 10, 11, 12
District: 02
Distance: 0.42mi

[Ella Baker School \(M225\)](#)

317 EAST 67 STREET, Manhattan, NY 10065
(212) 717-8809
Grades: PK, 0K, 01, 02, 03, 04, 05, 06, 07, 08
District: 02
Distance: 0.25mi



[Lenox Hill Neighborhood House \(MAMQ\)](#)

331 EAST 70 STREET, Manhattan, NY 10021
212-744-5022
Grades: PK
District: 02
Distance: 0.16mi

[P.S. 059 Beekman Hill International \(M059\)](#)

231-249 EAST 56 STREET, Manhattan, NY 10019
212-888-7870
Grades: PK, OK, 01, 02, 03, 04, 05, SE
District: 02
Distance: 0.92mi

[P.S./I.S. 217 Roosevelt Island \(M217\)](#)

645 MAIN STREET, Manhattan, NY 10044
212-980-0294
Grades: PK, OK, 01, 02, 03, 04, 05, 06, 07, 08, SE
District: 02
Distance: 0.57mi

[Talent Unlimited High School \(M519\)](#)

Julia Richman Educational Campus
317 EAST 67 STREET, Manhattan, NY 10065
(212) 737-1530
Grades: 09, 10, 11, 12
District: 02
Distance: 0.26mi

[Vanguard High School \(M449\)](#)

Julia Richman Educational Campus
317 EAST 67 STREET, Manhattan, NY 10065
(212) 517-5175
Grades: 09, 10, 11, 12, SE
District: 02
Distance: 0.26mi

[Manhattan International High School \(M459\)](#)

Julia Richman Educational Campus
317 EAST 67 STREET, Manhattan, NY 10065
(212) 517-6728
Grades: 09, 10, 11, 12
District: 02
Distance: 0.27mi

[P.S. 158 Bayard Taylor \(M158\)](#)

1458 YORK AVENUE, Manhattan, NY 10075
(212) 744-6562
Grades: PK, OK, 01, 02, 03, 04, 05, SE
District: 02
Distance: 0.53mi

[P.S. 290 Manhattan New School \(M290\)](#)

311 EAST 82 STREET, Manhattan, NY 10028
(212) 734-7127
Grades: OK, 01, 02, 03, 04, 05, SE
District: 02
Distance: 0.85mi

[Urban Academy Laboratory High School \(M565\)](#)

317 EAST 67 STREET, Manhattan, NY 10065
(212) 570-5284
Grades: 09, 10, 11, 12
District: 02
Distance: 0.25mi

[Yorkville East Middle School \(M177\)](#)

1458 YORK AVENUE, Manhattan, NY 10075
917-432-5413
Grades: 06, 07, 08, SE
District: 02
Distance: 0.51mi



BuildingLink.com

Connect to your building... Online!

BuildingLink is an internet based platform available to the tenants of New York Presbyterian Hospital housing.

Through this web service, you can:

- ✓ Have 2-Way communication with Building personnel
- ✓ Submit, and track maintenance requests
- ✓ Add or update your contact information
- ✓ Read important alerts about your building
- ✓ Register your pet
- ✓ Receive notices when you have packages for you in the package room (*high rises only*)



Your Username & Password will be provided to you on your move in date.





HOUSING APPLICATION CHANGE IN PREFERENCES FORM

If you wish to make changes (*i.e. building, budget, apartment size*) to an application you have already submitted, please indicate your change in preferences in the fields below. Please submit any changes you wish to make to your application by email to nyphousing@nyp.org no later than the application deadline of Saturday, April 15, 2023. **Changes to your application will not be accepted beyond the application deadline date.**

TODAY'S DATE:

FULL NAME:

MOBILE TELEPHONE:

PERSONAL EMAIL ADDRESS:

TITLE:

RESIDENT/HOUSE STAFF

CLINICAL FELLOW (NON-FACULTY)

DEPARTMENT:

EMPLOYMENT START DATE:

ORIENTATION DATE:

BUILDING PREFERENCE:

PREWAR/WALKUPS

PAYSON

HELMSLEY

COLEMAN

APT. SIZE 1ST PREFERENCE:

STUDIO

1 BEDROOM

2 BEDROOM

3 BEDROOM

RENT MAXIMUM (*PER MONTH*):

\$

IDEAL MOVE IN DATE:

APT. SIZE 2ND PREFERENCE:

STUDIO

1 BEDROOM

2 BEDROOM

3 BEDROOM

ADDITIONAL DETAILS: